

# **STAFF ABSENCE INSURANCE SCHEME**

The scheme is **ONLY** available through Services to Schools for those schools who have purchased the NCC Human Resources Advice and Support package and Payroll Services.

## **Introduction**

This guidance gives information about the Nottinghamshire Local Authority Staff Absence Insurance Scheme.

The following areas are included in this guidance:

- Categories of staff covered by the scheme
- Options and levels of protection
- Premiums
- Exclusions
- Benefits payable
- Capping arrangements
- Online Claim forms
- Claim procedures
- Claims timetable
- Accountancy codes used for paying benefit
- Payment procedures
- Help desk.

## **Categories of staff covered by the scheme**

The following categories of staff are currently eligible to be covered by the scheme, if a school has bought the appropriate cover:

- Teachers
- Teaching Assistants
- Administrative Staff
- Technicians
- Midday Supervisory Assistants
- Out of school Staff (employed by the schools)

**The following categories of staff are not included**

- DSO staff
- Caretakers/Site Managers

## Options and levels of protection

Schools can select one of the following options for teachers, support staff, or both. Each of the options can be purchased as either a Standard or Premium package and the level of cover does not have to be the same for both groups of staff.

It's not possible for schools to change or take up new options during the financial year. Care should, therefore, be taken in selecting the best option to satisfy an individual school's needs.

### 3-20 days

This option covers;

- Sickness absence from the 3<sup>rd</sup> to the 20<sup>th</sup> working day, when paid cover is used at the time of the absence
- Suspension of staff from the 1<sup>st</sup> to the 20<sup>th</sup> working day, when paid cover is used at the time of the absence
- Jury and Witness service from the 1<sup>st</sup> to the 20<sup>th</sup> working day, when paid cover is used at time of the absence (usually up to 10 working days are required for jury service)
- Paternity Leave – from the 1<sup>st</sup> day when paid cover is used at the time of the absence (usually up to 10 working days).
- Maternity and Adoption leave is **not covered**.

### 21-195 days

This option covers;

- Sickness absence from the 21<sup>st</sup> to the 195<sup>th</sup> working, when paid cover is used at the time of the absence
- Suspension of staff from the 1<sup>st</sup> to the 195<sup>th</sup> working day, when paid cover is used at the time of the absence
- Jury and Witness service from the 1<sup>st</sup> working day, when paid cover is used at the time of the absence (usually up to 10 working days are required for jury service)
- Maternity and Adoption leave – salary cost of employee on leave from the 1<sup>st</sup> day of leave (the school will pay the full cost of a replacement employee)
- Paternity Leave – from the 1<sup>st</sup> day when paid cover is used at the time of absence (usually up to 10 working days).

### 6-195 days

This option covers;

- Sickness absence from the 6<sup>th</sup> to the 195<sup>th</sup> working day, when paid cover is used at the time of the absence

- Suspension of staff from the 1<sup>st</sup> to the 195<sup>th</sup> working day, when paid cover is used at the time of the absence
- Jury and Witness service from the 1<sup>st</sup> working day, when paid cover is used at the time of the absence (usually up to 10 working days are required for jury service).
- Maternity and Adoption leave – salary cost of employee on leave from the 1<sup>st</sup> day of leave (the school will pay the full cost of a replacement employee)
- Paternity Leave – from the 1<sup>st</sup> day when paid cover is used at the time of absence (usually up to 10 working days).

### 3-195 days

This option covers;

- Sickness absence from the 3<sup>rd</sup> to the 195<sup>th</sup> working day, when paid cover is used at the time of the absence
- Suspension of staff from the 1<sup>st</sup> to the 195<sup>th</sup> working day, when paid cover is used at the time of the absence
- Jury and Witness service from the 1<sup>st</sup> working day, when paid cover is used at the time of the absence (usually up to 10 working days are required for jury service).
- Maternity and Adoption leave – salary cost of employee on leave from the 1<sup>st</sup> day of leave (the school will pay the full cost of a replacement employee)
- Paternity Leave – from the 1<sup>st</sup> day when paid cover is used at the time of absence (usually up to 10 working days).

The options are summarised in the following table;

| Cover Purchased    | Sickness  | Maternity and Adoption                        | Jury and Witness Service                         | Suspension                                       | Paternity   |
|--------------------|---|---|--|--|---|
| <b>3-20 Days</b>   | 3 <sup>rd</sup> to 20 <sup>th</sup> working day   | Not covered                                   | 1 <sup>st</sup> to 20 <sup>th</sup> working day  | 1 <sup>st</sup> to 20 <sup>th</sup> working day  | 1 <sup>st</sup> to 10 <sup>th</sup> working day of paid leave |
| <b>21-195 Days</b> | 21 <sup>st</sup> to 195 <sup>th</sup> working day | Salary cost of maternity or adoption absentee | 1 <sup>st</sup> to 195 <sup>th</sup> working day | 1 <sup>st</sup> to 195 <sup>th</sup> working day | 1 <sup>st</sup> to 10 <sup>th</sup> working day of paid leave |
| <b>6-195 Days</b>  | 6 <sup>th</sup> to 195 <sup>th</sup> working day  | Salary cost of maternity or adoption absentee | 1 <sup>st</sup> to 195 <sup>th</sup> working day | 1 <sup>st</sup> to 195 <sup>th</sup> working day | 1 <sup>st</sup> to 10 <sup>th</sup> working day of paid leave |
| <b>3-195 Days</b>  | 3 <sup>rd</sup> to 195 <sup>th</sup> working day  | Salary cost of maternity or adoption absentee | 1 <sup>st</sup> to 195 <sup>th</sup> working day | 1 <sup>st</sup> to 195 <sup>th</sup> working day | 1 <sup>st</sup> to 10 <sup>th</sup> working day of paid leave |

## Premiums

Premiums will be available on the Services for Schools Portal. For Primary and Special schools, prices will be given per FTE staffing numbers on the Nov payroll.

## Exclusions

Absences for compassionate leave, public duties and interview are also not included in the scheme.

## Benefits

The Scheme will pay benefits to schools at the following current rates:

### Sickness

#### Standard Protection

- Teachers – £110 per day
- Support Staff – £55 per day
- Midday Supervisors, Kitchen Staff and Cleaners – £3.50 per hour

#### Premium Protection

- Teachers – £125 per day
- Support Staff – £60 per day
- Midday Supervisors, Kitchen Staff and Cleaners – £3.50 per hour

### Maternity and Adoption

Salary costs of the absent employee. This includes Occupational Maternity Pay, 8% SMP and a proportion of the on costs.

### Jury/Witness Service

Payment at the daily rates outlined above under Sickness.

### Suspension

Payment at the daily rates outlined above under Sickness.

### Paternity Leave

Payment at the daily rates outlined above under Sickness.

### **Please note the following:**

Claims should be submitted for midday supervisory assistants only when they are paid for the absence in question.

Reimbursement for part-time staff will be made on a proportionate basis.

All benefits will be subject to the capping arrangements described below.

Benefit for sickness absence will be halved if the absent employee moves to half pay.

Benefit will cease if the absent employee moves to no pay.

## **Capping arrangements**

The scheme has a capped payment system which removes the possibility of over-spending and subsequent surcharges.

The in-coming premium funds will be allocated on a percentage basis to each school term as follows;

- Summer term 30%
- Autumn term 35%
- Spring term 35%.

**If the total level of demand in any term exceeds the funds available, payments to schools will be reduced proportionately, for that term only.**

Any surplus remaining at the end of the Summer and Autumn terms will be carried forward to the following term.

## **Claim procedures and supporting evidence**

Online pro-forma has been created for the Staff Absence Insurance Scheme.

Following documents should be attached with each claim:

**Sickness:** Copy of letter of appointment if a temporary employee has been given a contract to cover the sickness absence. The employee has been appointed specifically to cover the absence (not acting up arrangements).

Copy of invoice from an external agency.

**Jury Service:** Copy of the employees summons from the Court

Copy of invoice from an external agency

**Paternity:** Copy of Form SPP4.

Copy of invoice from an external agency

**Suspension:** Copy of letter of appointment if a temporary employee has been given a contract to cover the sickness absence. The employee has been appointed specifically to cover the absence (not acting up arrangements).

Copy of invoice from an external agency.

We do not require copies of medical certificates, ***please ensure their sickness absence is recorded on the BMS system and any supply hours are also entered on the BMS system.***

### **Contracted Staff Appointed to Cover Absences**

Schools may claim for absences covered by contracted staff, provided that;

- The employee has been appointed specifically to cover absences (not acting up arrangements).
- The employee must be used as the first option when an absence occurs.

The school can only claim for absences which would normally be claimable under the scheme.

### **Phased Returns**

Schools may claim for staff making a phased return from long term sickness absence. NCC HR and Occupational Health advice on the suitability of a phased return should also be sought and the Administrator reserves the right to refuse a phased return claim if such advice is not sought. Claims may be made for those days/hours when the employee is not in school and when paid cover has been used.

### **Maternity or Adoption Leave**

The salary costs to the school of the employee on leave will be reimbursed on a termly basis.

If the period of paid leave extends beyond the end of a financial year benefit will be paid to the school to 31st March in the first instance. Further benefit will be dependent upon the school's continued membership of the scheme in the following year.

### **Paternity Leave**

Schools should submit a Paternity Leave Claim form at the end of the leave period and copies of relevant claim forms (where appropriate).

### **Jury Service**

Employees are entitled to paid leave of absence for jury service and attendance at a court hearing. Teachers and support staff are no longer be

able to claim for loss of earnings from the court as the National Conditions of Service allows for paid time off.

Schools should submit a copy of the summons the employee will have received.

## Claims timetable

To maintain effective monitoring of the Scheme, claims must be submitted within the term they relate to on monthly basis. **Claims should be submitted by the last working day of that month or as soon as you have received the invoice.**

Due to the school holidays, the deadline dates below are for submitting any outstanding July & December claims only. Claims received after the deadlines for both months will be held back until the end of the financial year, they will only be paid if the spring term payment is 100% and there are sufficient funds left.

- July Claims – Friday 8 September 2023
- December Claims – Friday 12 January 2024

Please submit claims as follows:

- **Sickness Absences**

**Monthly**, on the last working day of each month or as soon as you have received the invoice. For continuing claims, schools should submit a separate claim for each month in which the absence falls, e.g. an absence from September 25th to November 6th would result in three claims; one each for September, October and November.

- **Suspension**

**Monthly**, on the last working day of each month or as soon as you have received the invoice. For continuing claims, schools should submit a separate claim for each month in which the absence falls, e.g. an absence from September 25th to November 6th would result in three claims; one each for September, October and November

- **Jury Service**

At the end of the period of Jury Service.

- **Paternity Leave**

At the end of the period of leave.

As the scheme operates on an exclusive year by year basis, it is not possible to meet claims from a previous financial year. Therefore, all outstanding claims **must** be submitted by the given deadline dates which you will be notified in an email. The email will be sent out towards the end of the financial year to schools and academies.

## **Accountancy codes**

Benefits will be credited to schools using the following codes:

Teachers: (school cost code) 11070  
Support Staff: (school cost code) 11080

## **Payment procedures**

Payments will be made to schools on a termly basis as follows:

- Summer Term – Period 6 (September)
- Autumn term – Period 11 (February)
- Spring term – Period 13 (April).

Schools will receive an email detailing the percentage rate for the term, a detailed print showing each claim and the amount to be credited to the school will be loaded onto the BMS Portal each Term.

## **Helpline number**

Tele: 0115 977 3200

Or

Email address: [staffabsence@nottsgov.uk](mailto:staffabsence@nottsgov.uk).